



Pacific Asian
Consortium
in Employment

JOB ANNOUNCEMENT
Recruitment Date: May 20, 2016

Position Title: Weatherization Installers
Department: Energy and Environmental Services
Reports To: Crew Leaders/ Assessor & QA Inspectors
Work Location: PACE Headquarter and Field Sites
Employment Status: Non- Exempt

I. PROGRAM SUMMARY:

PACE Energy and Environmental Services provides Home Energy Assistance, Weatherization and other services to low-income residents of the greater Los Angeles area. These programs provide utility bill assistance and install measures to help improve the energy efficiency, safety and comfort of eligible homes or apartment renters. The new employee will be hired under a contract between PACE and the State of California Department of Community Services and Development (CSD) to implement programs of Low Income Home Energy Assistance Program (LIHEAP), Low-Income Weatherization Program (LIWP) and Department of Energy (DOE) Weatherization Assistance Program (WAP).

II. ESSENTIAL FUNCTIONS OF THE JOB:

Under the guidance of the Crew Leaders, the person hired should be able to perform the following duties:

- Perform minor envelope repair necessary to stop air infiltration such as window and door repair/replacement and attendant hardware, repair/replacement of thresholds, doorshoes, as well as patch walls and perform caulking;
- Install weatherstripping, carbon monoxide detectors, smoke detectors, thermostats, switch/outlet gaskets, low flow showerheads/thermostatic shower valves, faucet aerators, window/glass replacements, compact fluorescent light bulbs, Tourniere lamps, hardwired lamps, microwave ovens, LED lights, smart power strips, ceiling fans and other feasible and applicable measures;
- Install energy efficient refrigerators and remove old refrigerators for disposal;
- Install solar thermal/photovoltaic panels;
- Perform attic/ceiling/floor/wall insulation, blow and/or lay various types of insulation in attics and floors;
- Crawl into the attic to install applicable attic air vents needed for combustion ventilation and/or cross ventilation and install barriers to protect heat-producing devices such as the hot water heater, furnaces, recess lighting and doorbell transformer, etc.;
- Operate diagnostic equipment like Duct Blaster and/or Blower Door per program requirement and complete appropriate reports;
- Conduct Post Weatherization activities such as Post Combustion Appliance Safety Testing (CAS) on appliances repaired/replaced by subcontractor(s), if needed;
- Accurately complete daily work activity reports (timesheets) to track actual working hours and measures installed and completed to be submitted to crew leader on a daily basis;
- Review assessments prior to commencing work, interpret the blower door reading results in relation to sealing measure requirements;
- Practice safety procedures in accordance with PACE's and Cal OSHA's safety standards;
- Read, understand and implement instructions correctly;
- Effectively communicate with supervisors and co-workers concerning day-to-day operations as well as with clients to promote program goals and its benefits;

- Attend training/workshops as required;
- Assist with the inventory process of counting, receiving and balancing of materials, supplies, tools and equipment on a daily basis;
- Install required/eligible measures in accordance to CSD's Weatherization Installation Standards (WIS) Manual, Policies and Procedures and in a Lead-Safe manner on pre-1978 and Asbestos Contained Materials on pre-1981 dwellings;
- Other related duties as assigned.

III. QUALIFICATIONS, EXPERIENCES AND SKILLS:

- Ability to lift and/or push up to 250 pounds with equipment provided;
- Work in confined spaces such as attics and/or basements;
- Must be physically fit to wear dust mask and or half mask respirators as required;
- High School Graduate or equivalent;
- At least 2 years hands-on experience in construction and/or weatherization;
- Must be able to attend and pass training courses as required;
- Must pass in-house field training within ninety days after attending formal training;
- Must be able to pass the training for Basic Weatherization, Combustion Appliance Safety Testing (CAS), Blower Door and Duct Blaster Testing and perform the tests after these training;
- Basic Weatherization, CAS, Blower Door and Duct Blaster Training Certificates, a plus;
- Must be able to work in a high temperature environment;
- Must comply with all safety rules and regulations including wearing proper safety gear;
- Experience installing solar thermal and/or solar photovoltaic panels, a plus;
- Ability to analyze and collect data and perform mathematical calculations and complete technical field reports;
- Ability to work independently and/or as part of a team.

IV. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with limitations/disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch, climb, push, pull, stand on uneven surfaces, bend, twist or crawl. The employee is regularly required to stand and walk. The employee must be able to lift and/or move up to 250 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

V. SPECIAL REQUIREMENTS:

- Must pass employment background verification.
- Must pass a pre-employment physical examination that includes drug and alcohol testing.
- Must have a current and valid California Driver's License with a good driving record; have a reliable transportation and adequate automobile insurance coverage.
- Must be able to pass State of CA DMV's Motor Vehicle Report without any issues/concerns in order to be added as a driver to PACE's vehicle insurance policy.

VI. COMPENSATION: \$15 per hour plus Fringe Benefits

VII. APPLICATION PROCEDURES:

Applicants must complete a PACE application form. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an application form from the Human Resources Department, Pacific Asian Consortium in Employment, 1055 Wilshire Blvd. Suite 1475, LA, CA 90017.
Tel: (213) 989-3107 • Fax: (213) 353-1227.

Apply Online: <http://www.pacela.org/about-us/job-opportunities>

VIII. APPLICATION DEADLINE:

This is an ongoing recruitment and applications are continuously accepted and reviewed on a regular basis.

PACE is a private not-for-profit corporation that provides employment, small business assistance, Education, housing and other community services in the Los Angeles City and County areas. PACE is an equal opportunity and affirmative action employer.